United Nations ST/AI/2015/1*

Secretariat

2 March 2015

Administrative instruction

Excess baggage, shipments and insurance

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing staff rules 7.15, 7.16, 7.17 and 7.19, hereby promulgates the following.

Section 1
Definitions

The following definitions apply for the purpose of the present instruction:

(a) *Excess baggage*: any accompanied baggage, for example, effects and goods normally required for personal use, excluding animals, not carried free of charge by the transportation companies;

(b) *Non-family duty station*: a duty station designated as non-family by the Chair of the International Civil Service Commission, following the decision of the United Nations Department of Safety and Security, where, for reasons of safety and security, all eligible dependants are restricted from being present at the duty station;

(c) *Personal effects and household goods*: effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles,[1] subject to the provisions of section 12 below;

(d) *Removal costs*: payment of removal costs of personal effects and household goods on the basis of the maximum entitlement provided under the provisions of this administrative instruction;[2]

(e) *Unaccompanied shipment*: payment of the shipment of personal effects and household goods on the basis of the maximum entitlement provided under the provisions of this administrative instruction that are shipped separately from the staff member's travel;

* Reissued for technical reasons on 2 April 2015.

[1] Staff rule 7.15 (c).

[2] Staff rule 7.16 (a).

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(f) *Mission area*: the area of operations of peacekeeping operations and special political missions as defined by the Assistant Secretary-General for Human Resources Management, in consultation with the Under-Secretary-General for Field Support.

Section 2
General provisions

This administrative instruction (herein also referred to as the "instruction") shall apply to staff members who are entitled to payment of costs associated with excess baggage and unaccompanied shipments under staff rule 7.15, removal and non-removal under staff rule 7.16 and insurance under staff rule 7.19, for shipments authorized in accordance with this instruction.

Part I
Excess baggage

Section 3
Conditions of entitlement

3.1 Staff members travelling by air on official travel shall be entitled to payment of the cost of accompanied excess baggage, in respect of themselves and, where applicable, their eligible family members for one bag in addition to their free baggage allowance provided by a commercial air carrier when calculated on the basis of pieces and size of baggage, or up to 25 kilograms when calculated on the basis of weight, per traveller.

3.2 When no free baggage allowance is provided by a commercial air carrier, staff members travelling on official travel, and, where applicable, their eligible family members shall be reimbursed for fees charged by the airlines for the payment of the cost of accompanied baggage, equivalent to the charge for one checked bag up to 23 kilograms per eligible traveller, in addition to the excess baggage allowance provided under section 3.1 above.

3.3 Charges for excess baggage beyond the limits provided for in section 3.1 above shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

Section 4
Conversion of excess baggage to unaccompanied shipment

4.1 Staff members who are entitled both to accompanied excess baggage and an unaccompanied shipment to the same destination may forgo the excess baggage entitlement for themselves and their eligible family members in return for an increase by an equivalent weight in their entitlement to unaccompanied shipment, whether by air or surface means of transport, subject to the most economical means.

4.2 The provisions in section 4.1 above shall apply when the baggage allowance is calculated by airlines on the basis of weight and not when calculated, for any portion of the journey, on the basis of pieces and size of baggage.

Section 5
Conversion to excess baggage of unaccompanied shipment on home leave, family visit or education grant travel

Pursuant to section 7.3 below, when a staff member has an entitlement to an unaccompanied shipment of 50 kilograms or 0.31 cubic metres for home leave, family visit or education grant travel, that entitlement may be converted into an additional 10 kilograms of accompanied excess baggage for each eligible traveller, in addition to the excess baggage provided in section 3.1 above.

Section 6
Claims and requests relating to accompanied excess baggage

Claims for reimbursement of excess baggage charges and requests for conversion of accompanied excess baggage to unaccompanied shipment and for conversion of unaccompanied shipment to accompanied excess baggage under the provisions of the present instruction shall be made in accordance with the procedures set out in the information circular on excess baggage, shipments and insurance.

Part II
Unaccompanied shipments

Section 7
Unaccompanied shipments on home leave, family visit or education grant travel

7.1 Staff members are entitled to unaccompanied shipment of personal effects or household goods, by the most economical means, when travelling on home leave, family visit or education grant. The entitlement to unaccompanied shipment may be paid up to a maximum of:

(i) 50 kilograms or 0.31 cubic metres per person and in respect of each journey, to and from the authorized destination, except as provided in subsection (ii) below;

(ii) 200 kilograms or 1.24 cubic metres for travel on education grant for the first outward journey to and the final return journey from an educational institution.

7.2 The entitlement to unaccompanied shipment on education grant travel for the first outward journey to and the final return journey from an educational institution in section 7.1 (ii) above may also be authorized for each eligible child only once more during a staff member's service with the Organization in connection with the change of educational institution to a different city or locality.

7.3 The entitlements to incoming and outgoing shipments on home leave, family visit and education grant travel may be combined and exercised in whole or in part as either incoming or outgoing shipment provided the total is within the combined entitlement in accordance with section 7.1 (i) above. Further, the first outward and final return journey shipments on education grant travel may be combined and exercised in whole or in part as either incoming or outgoing shipment provided the total is within the combined entitlement provided in section 7.1 (ii) above.

7.4 The entitlement to unaccompanied shipment on home leave, family visit and education grant travel shall be waived when a staff member opts for a lump-sum[3] payment in lieu of all entitlements related to the particular travel.

Section 8
Unaccompanied shipments for staff holding a temporary appointment

8.1 A staff member who is granted a temporary appointment[4] for one month[5] or longer and is regarded as internationally recruited[6] may be entitled to payment of the cost of unaccompanied shipment up to a maximum of 100 kilograms or 0.62 cubic metres, by the most economical means, on travel on appointment and on separation from service.

8.2 Unaccompanied shipping entitlements of a staff member who is offered successive temporary appointments subject to international recruitment shall be guided by section 11.3 of ST/AI/2010/4/Rev.1, entitled "Administration of temporary appointments", or as amended.

8.3 Owing to its temporary nature, the exceptional extension of a temporary appointment beyond 364 days, and up to a maximum of 729 days, shall not give rise to additional entitlement to unaccompanied shipment in excess of that provided under section 8.1 above.

Section 9
Unaccompanied shipments for staff members holding an appointment other than a temporary appointment

Staff members on assignment for less than one year

9.1 A staff member holding an appointment other than a temporary appointment who is assigned from one duty station to another for a period of less than one year is entitled to the payment of unaccompanied shipment up to a maximum of 100 kilograms or 0.62 cubic metres by the most economical means.

[3] See section 12 of ST/AI/2013/3, entitled "Official travel", which deals with lump-sum option for travel on home leave, family visit and education grant travel.

[4] Temporary appointments are governed by staff rule 4.12 and administered under ST/AI/2010/4/Rev.1, entitled "Administration of temporary appointments", or as amended.

[5] "One month" shall be counted from the first day to the last day of a calendar month (for example, 1 to 31 May) or the period extending from a date in one calendar month to the date preceding the corresponding date in the following month (for example, 15 May to 14 June), as appropriate.

[6] International recruitment status is governed by staff rule 4.5.

9.2 When the total expected duration of service at the duty station, including the period during which the staff received the daily subsistence allowance, is extended to reach a total period of one year or longer, the staff member may be entitled to payment of the shipment of personal effects and household goods up to the difference between the entitlement utilized under section 9.1 above and the maximum entitlement established under section 9.3 below, on condition that the staff member's services are expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.

Staff members appointed or assigned for one year or longer

9.3 A staff member whose appointment or assignment is for one year or longer or who transfers to another duty station or separates from service from an appointment of one year or longer is entitled to payment of the shipment of his or her personal effects and household goods by the most economical means up to a maximum of:

(i) 1,000 kilograms or 6.23 cubic metres for the staff member;

(ii) 500 kilograms or 3.11 cubic metres for the first family member;

(iii) 300 kilograms or 1.87 cubic metres for each additional family member authorized by, and travelled at the expense of, the Organization.

Additional shipment entitlements for international staff serving at designated duty stations

9.4 Internationally recruited staff members holding a fixed-term or continuing appointment serving at duty stations designated by the International Civil Service Commission shall have the following special entitlements in accordance with the provisions of the administrative instruction on special entitlements for staff members serving at designated duty stations and as set out in an information circular on classification of duty stations and special entitlements for staff members serving at designated duty stations:

(i) An additional yearly shipment to the duty station in the amount of 50 kilograms or 0.31 cubic metres for the staff member and each eligible family member for whom the Organization has paid travel costs to the duty station;

(ii) For staff assigned to a family duty station, an additional 50 kilograms or 0.31 cubic metres of shipment to the duty station in connection with the birth or adoption of an infant;

(iii) When exercising their unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres on home leave, family visit or education grant travel, or their alternative entitlement to increased accompanied excess baggage under section 5 above, internationally recruited staff members serving at designated duty stations may combine the shipment entitlements associated with both legs of the travel into one shipment;

(iv) The cost of transporting a privately owned motor vehicle to one of the duty stations designated for that purpose, as listed in the information circular on transportation of privately owned automobiles, may be partially reimbursed under the conditions provided in section 20 below.

Shipment entitlement of staff members assigned, reassigned or transferred from a family to a non-family duty station

9.5 When an internationally recruited staff member holding a fixed-term or continuing appointment is reassigned or transferred from a family duty station to a non-family duty station for one year or longer, only the staff member himself or herself shall be entitled to the payment of costs associated with the shipment of his or her personal effects and household goods of up to the maximum amount provided in section 9.3 (i) above to the non-family duty station by the most economical means.

9.6 When an internationally recruited staff member holding a fixed-term or continuing appointment is reassigned or transferred from a family to a non-family duty station for a period of one year or longer, he or she may be entitled to the payment of the cost of unaccompanied shipment in respect of his or her eligible family members who are authorized to travel to the home country for the purpose of relocation in the amounts set out in sections 9.3 (ii) and (iii) above to the authorized destination. The transportation cost of the unaccompanied shipment provided under this section shall not exceed the cost of transportation between the family duty station and the staff member's place of home leave.

9.7 When an internationally recruited staff member holding a fixed-term or continuing appointment is temporarily assigned from a family duty station to a non-family duty station and eligible family members are authorized to travel on one-way advance home leave travel, the shipping entitlement applicable to home leave travel under section 7.1 (i) shall apply.

Part III
Removal costs

Section 10
Eligibility for payment of removal costs

10.1 An entitlement to payment of removal costs of personal effects and household goods shall arise in respect of service at a headquarters duty station or other duty station classified in the same category in the following circumstances:

(i) On initial appointment for a period of two years or longer;

(ii) On change of duty station, provided that the staff member is expected to serve, from the beginning of the appointment, at the new duty station for a period of two years or longer;

(iii) On separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service, and:

a. Had been granted removal to the duty station or a prior duty station in the course of a period of uninterrupted service; or

b. Had been recruited at the duty station from which he or she was separating and was repatriating to the place of home leave or other location in accordance with staff rule 7.1 (b).

No entitlement to payment of removal costs shall arise with respect to service at a non-family duty station or a duty station not classified as a headquarters duty station.[7]

10.2 A staff member who is eligible for payment by the United Nations of removal costs under section 10.1 above shall be entitled, by the most economical means, to:

(i) 4,890 kilograms or 30.58 cubic metres, including packing but excluding crating and lift vans, for a staff member without a spouse or dependent child;

(ii) 8,150 kilograms or 50.97 cubic metres, including packing but excluding crating and lift vans, for a staff member with a spouse or dependent child residing at the official duty station.

Advance removal of personal effects and household goods for staff entitled to removal

10.3 A staff member travelling on appointment, change of duty station or separation from service and to whom removal costs are payable under section 10.2 above is entitled to payment of the costs of advance unaccompanied shipment, by the most economical means, up to a maximum of:

(i) 450 kilograms or 2.80 cubic metres for the staff member;

(ii) 300 kilograms or 1.87 cubic metres for the first family member;

(iii) 150 kilograms or 0.93 cubic metres for each additional family member authorized and travelled at the expense of the Organization.

10.4 The weight or volume of any shipment under section 10.3 above shall be deducted from the maximum weight or volume to which the staff member is entitled under section 10.2 above.

10.5 A staff member may opt not to exercise his or her entitlement to payment of removal costs provided in section 10.2 above and instead elect for payment of unaccompanied shipment of personal effects and household goods provided in section 9.3 above, or for the relocation grant under part V below. In such cases, the staff member would be entitled to payment of the non-removal element of the mobility and hardship allowance. However, the staff member will no longer be entitled to payment of removal of personal effects and household goods when he or she separates from service from the initial duty station that gave rise to the entitlement to removal costs. Nonetheless, the removal entitlement may be reinstated if the staff member is subsequently assigned to a new duty station that gives rise to the entitlement.

Storage of personal effects and household goods

10.6 When a staff member entitled to payment of removal costs is assigned to a new duty station without payment of removal costs or from a duty station at which he or she had a removal entitlement or would have had such entitlement on

[7] Under International Civil Service Commission hardship classification standards, "H" (headquarters) category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian assistance programmes or in member countries of the European Union. These duty stations are listed in the information circular on classification of duty stations and special entitlements for staff members serving at designated duty stations (see ST/IC/2015/3 or as amended).

appointment from outside the duty station, the United Nations shall pay the costs of storage of personal effects and household goods, provided that:

(a) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance under section 10.2 and the amount actually shipped under section 9.3 above;

(b) The charges do not extend beyond the five-year period (including any period of special leave without pay) following the effective date of the assignment. However, when a staff member's assignment is extended beyond five years for a period of up to two years at the same duty station, storage charges may continue to be paid for the period of such extension;

(c) The staff member had not been paid non-removal element of the mobility and hardship allowance at the duty station of assignment.

10.7 Pursuant to section 10.6 above, the charges to be paid shall include insurance coverage as provided in section 23.4 below.

10.8 Storage charges shall not be paid in the case of assignments not involving a change of official duty station.

Part IV
Conditions that apply to both unaccompanied shipment and removal costs

Section 11
Loss of entitlement to unaccompanied shipment or removal expenses

11.1 A staff member who, upon separation from service, is not entitled to payment of return travel expenses for himself or herself, and their eligible family members if applicable, shall not be entitled to payment of excess baggage, unaccompanied shipment or removal of personal effects and household goods under the provisions of the present instruction.

11.2 Upon separation from service, entitlement to unaccompanied shipment or removal shall cease if the shipment or removal has not commenced within two years of the date of separation.

11.3 Notwithstanding the provisions of section 11.2 above, where both spouses are staff members and the spouse who separates first is entitled to unaccompanied shipment or removal, his or her entitlement shall not cease until two years after the date of separation of the other spouse.

11.4 A resignation after completing less than one year of service, or two years of service for staff entitled to removal, shall result in the loss of unaccompanied shipment under section 9.3 above and the loss of removal costs under section 10.2 above on separation from service.

11.5 The Assistant Secretary-General for Human Resources Management may determine that there are compelling circumstances that do not warrant the loss or adjustment of the removal entitlement under section 11.4 above.

Section 12
Personal effects and household goods

12.1 The transportation of privately owned automobiles may be partially reimbursed under the provisions of section 20 of the present instruction.

12.2 Unaccompanied shipment or removal of personal effects and household goods shall be subject to the following conditions:

(a) Flammable and hazardous materials shall in no case be shipped at the expense of the Organization or be included in any shipment that it has arranged;

(b) The personal effects and household goods to be transported must be for the staff member's use or for that of his or her eligible family members;

(c) For removal shipments, the personal effects and household goods must have been in the staff member's possession at the time of his/her appointment, change of duty station or separation, as applicable.

Section 13
Determination of weight or volume maxima

13.1 The weight or volume maxima of a staff member's shipment entitlements are determined in accordance with the provisions of the present instruction. When crating or lift vans are not used, but goods are packed into suitcases, cartons or trunks, the total weight or volume of the suitcases, cartons or trunks shall be considered the net weight or volume.

13.2 A staff member will be considered to be within his or her entitlement if the shipment does not exceed either the weight or volume allowable under the provisions of the present instruction. If the shipment exceeds both the weight and volume maxima specified in this instruction and additional charges are incurred as a result, the charges to be paid by the staff member shall be calculated on the basis of the ratio of the lesser amount of the excess net figure to the total net figure of the weight or volume shipped.

13.3 If the packing company cannot provide a weight or volume figure in net terms, that is, inclusive only of packing, as well as gross terms, that is, inclusive also of crating and lift vans, the net weight or volume shall be determined on the basis of two thirds of the gross weight or volume of the shipment. The Organization shall in no case recognize any difference between gross and net weight or volume that exceeds one third of the gross weight or volume. Should the crating exceed one third of the gross weight or volume, the difference shall be considered as part of the net shipment.

13.4 The unaccompanied shipment entitlements exercised under section 7.1 (i), 8.1 and 9.1 above shall not include the payment of the cost of packing, crating, lift vans, unpacking and uncarting. Only the cost of cartage shall be paid.

Section 14
Payment of costs related to shipment

Payment of costs related to the shipment shall be in accordance with the provisions of the present instruction. The following costs shall not be payable:

(a) Import and export duties;

(b) Delivery from a storage warehouse to the staff member's residence, unless storage at United Nations expense has been authorized;

(c) Storage and demurrage charges shall not be paid unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

Section 15
Mode of transportation and conversion to alternative modes

15.1 Shipment shall be made by the most economical means, as determined by the Secretary-General, in which case the full entitlement provided by the Staff Rules and the present instruction shall apply, regardless of the mode of transportation.

15.2 When surface shipment is the most economical means of transport, conversion to air shipment may be authorized in accordance with the following provisions:

(a) On the basis of one half the weight or volume of the surface entitlement:

(i) The entire surface shipment entitlement under sections 7, 8 and 9 may be converted to air freight at the request of the staff member;

(ii) Part of the surface shipment entitlement under sections 7, 8 and 9 may be converted to air freight, provided the Secretary-General determines that such partial conversion is necessary to meet urgent needs. However, no partial conversion shall be authorized for the 50 kilograms or 0.31 cubic metres shipment entitlement on home leave, family visit or education grant travel under section 7.1 (i);

(b) Exceptionally, the surface entitlement under sections 7, 8 and 9 may be converted to air freight on the basis of the full weight and volume:

(i) When the Secretary-General determines that there is an extraordinary risk of damage to, or loss of, a surface shipment in transit;

(ii) When a staff member is appointed or assigned to a non-family duty station for a period of six months or longer but less than one year, and the Secretary-General determines that this is justified by the operational requirements of the assignment;

(iii) When the normal shipping time would exceed three months, except for shipments on home leave, family visit or education grant travel under section 7.1 (i) above;

(c) A portion of up to 10 per cent of the surface entitlement under section 9.3 above may be converted to air freight on the basis of full weight or volume on appointment, on assignment of more than one year or on transfer, provided the staff

member is appointed, assigned or transferred to a duty station other than a headquarters duty station or other duty station classified in the same category. No conversion under this subsection shall be made on separation from service;

(d) If a portion of the surface shipment entitlement is converted to air freight on the basis of full weight and volume under subsection 15.2 (c) above, the remaining surface shipment entitlement may be converted to air freight on the basis of the one-half rule;

(e) When an entitlement to unaccompanied shipment as advance removal of personal effects and household goods has been converted on the basis of the one-half rule, twice the weight or volume of the air shipment shall be deducted from the staff member's removal entitlement prescribed in section 10.2 above.

Part V
Terms and conditions that govern the application of relocation grant

Section 16
General

16.1 On travel on appointment, assignment, transfer or separation from service, internationally recruited staff members entitled to unaccompanied shipment or removal costs may opt for a lump-sum payment in lieu of the entitlement provided in sections 8.1, 9.1, 9.3 and 10.2 above. This lump-sum option shall be known as a "relocation grant".

16.2 The relocation grant shall not apply to reassignments within the same country or within the same mission area, irrespective of whether the mission area covers multiple countries. In such instances, staff members shall retain their shipment entitlement prescribed in the present instruction. Wherever feasible, United Nations transportation facilities shall be utilized for the shipment of the staff member's personal effects and household goods at no cost to the staff member.

16.3 The relocation grant shall be determined at rates for staff members with or without a spouse and/or dependent children as set out in a separate information circular. The payment of the relocation grant at the dependant rate shall be subject to the arrival of at least one eligible family member who travelled to the duty station at the expense of the Organization more than six months prior to the expected end of the service at the duty station.

16.4 The relocation grant amount is based on the staff member's recognized status at the time of the relocation. It is not subject to adjustment afterwards, except as provided in section 17.5. Consequently, a change in the staff member's status (that is, marriage, divorce, newborn child, adoption, a child who ceases to be a recognized dependant or any other change in the staff member's personal status) after the relocation grant has been paid will not give rise to an additional payment at that duty station. Any new entitlement may be paid only on the next relocation.

16.5 Except as provided under section 18.1, the relocation grant shall not be available on a partial basis and neither shall it be combined with the unaccompanied shipment or removal entitlements. By opting for the relocation grant, a staff member

agrees to waive the entitlement to unaccompanied shipment that would otherwise apply.

16.6 No proof of how the relocation grant is used is required. Its use is at the discretion of the staff member, in any manner deemed best to facilitate his/her relocation.

16.7 The Organization is not responsible for any delays in the arrival of personal effects or household goods or additional expenses that may be incurred or liabilities that may arise as a result of opting for the relocation grant. It is the staff member's responsibility to take out appropriate insurance. Where possible, the Organization may assist staff members in facilitating customs clearance and applicable import/export procedures.

Section 17
Conditions of the relocation grant

Staff holding temporary appointments

17.1 On travel on appointment or separation from service, staff members who are regarded as internationally recruited and granted a temporary appointment may opt for the relocation grant in lieu of their shipment entitlement provided in section 8.1, subject to the conditions of section 8.2. Pursuant to section 8.3, the exceptional extension of a temporary appointment to reach a period of one year, or up to a maximum of 729 days, shall not give rise to any further payment of the relocation grant.

17.2 Notwithstanding the provisions of section 8.2 above, a staff member who is internationally recruited and granted a temporary appointment may be entitled to payment of the difference between the relocation grant payable in lieu of shipment of personal effects under section 9.3 and the amount paid in lieu of shipment of personal effects under section 8.1 if the staff member is subsequently granted a fixed-term appointment of one year or longer at the same duty station.

17.3 In compliance with section 8.2, a staff member who is offered successive temporary appointments shall be eligible to opt for the relocation grant in lieu of the unaccompanied shipment only when at least three months have elapsed between separation and re-employment on the subsequent temporary appointment at the same duty station.

Staff holding an appointment other than a temporary appointment on assignment of less than one year

17.4 For an assignment of less than one year, a staff member holding an appointment other than a temporary appointment, who is entitled to unaccompanied shipment, may opt for the relocation grant in lieu of the shipment entitlement provided in section 9.1 above. When an assignment of less than one year is subsequently extended so that the total period reaches one year or longer, inclusive of the period of payment of a daily subsistence allowance, the staff member may be entitled to payment of the difference between the amount payable in lieu of unaccompanied shipment entitlements under section 9.3 above and the amount paid in lieu of shipment of personal effects under section 9.1. The payment of the balance of the relocation grant shall be made only when the extension of the

assignment occurs at least six months prior to the expected end of the assignment at the duty station.

When both spouses are staff members of the United Nations or the United Nations common system

17.5 When both spouses are staff members of the United Nations or another organization of the United Nations common system, upon travel on appointment, change in duty station or separation from service at the expense of the Organization the relocation grant option shall be administered as follows:

Travel to the same duty station

(i) When both staff members travel to the same duty station at the same time, with or without dependent children, the relocation grant shall be paid at the prevailing family rate. Where there are dependent children, the relocation grant shall be paid to the parent of whom the children are recognized as being dependants and who received dependency allowance;

(ii) When both staff members travel to the same duty station at different intervals separated by a period of six months or longer, and without dependent children, each staff member shall be eligible to opt for the relocation grant at the single rate. If their travel is separated by less than six months, they shall receive the combined relocation grant payment at the family rate;

(iii) When both staff members travel to the same duty station at different times separated by a period of six months or longer, and with dependent children, the parent of whom children are recognized as being dependants shall be eligible to opt for the relocation grant at the family rate. The family rate shall be paid, provided that at least one of the dependent children travels to the duty station at the Organization's expense with payment of assignment grant. The parent of whom the children are not recognized as dependants shall be eligible to opt for the relocation grant at the single rate;

Travel to different duty stations

(iv) When both staff members travel to different duty stations, each staff member may opt for the relocation grant at the single rate. If the staff members have dependent children, the relocation grant shall be paid at the family rate to the parent to whom the children are recognized as being dependants and receives dependency allowance, provided at least one of the dependent children travels to the duty station at the Organization's expense with payment of assignment grant.

On separation from service

17.6 Upon travel on separation from service from the same duty station, where both spouses are staff members of the United Nations or another organization of the United Nations common system, the option for relocation grant shall be applied as follows:

(i) When both staff members separate within a period of less than six months of each other, only one combined relocation grant shall be paid at the family rate;

(ii) When both staff members separate at different intervals separated by a period of six months or longer, and without dependent children, both spouses may each receive the relocation grant at the single rate;

(iii) When both staff members separate at different intervals separated by a period of six months or longer, and where there are dependent children, the parent to whom the children are recognized as being dependent shall receive the relocation grant at the family rate, provided at least one of the dependent children travels on separation at the Organization's expense. The parent to whom the children are not recognized as dependants shall be eligible to opt for the relocation grant at the single rate.

17.7 When both staff members separate from different duty stations, each staff member may receive the applicable relocation grant. The staff member of whom the children are recognized as being dependants may receive the relocation grant at the family rate, provided at least one dependent child travels on separation at the Organization's expense.

Section 18
Recovery and adjustment of the relocation grant

18.1 Notwithstanding the provisions of section 16.5 above, the relocation grant paid in lieu of shipment of personal effects under sections 9.3 or 10.2 may be recovered or adjusted under the following conditions:

Change of duty station

(i) When a change of duty station takes place within one year of a staff member's appointment or assignment, the relocation grant will not be recovered. However, if the option for a relocation grant is selected upon the change of duty station, the amount of the relocation grant payable on the change of duty station shall be that proportion of the full grant that the completed months of service at the preceding duty station bears to 12 months;

Return to the same duty station within 12 months

(ii) When a change of official duty station or a new appointment involves a return to the same duty station at which the staff member was last stationed, and where a relocation grant had been paid, the full amount of the relocation grant shall be paid only when the staff member has been absent from that place for at least 12 months. If the option for a relocation grant is elected on return to the same duty station, the amount payable shall be that proportion of the full relocation grant that the completed months of absence bears to 12 months;

Resignation

(iii) In the event a staff member resigns before completing one year of service at the duty station on appointment or assignment, the relocation grant paid in connection with the appointment or assignment shall be prorated and recovered on the basis that the number of months served bears to 12 months. No payment of relocation grant on separation shall be made where there is no entitlement to return travel, which results in the loss of an entitlement to

unaccompanied shipment of personal effects or removal costs provided under the provisions of the present instructions.

18.2 No adjustment or recovery shall be made with respect to relocation grant payments made for assignments or appointments of less than one year.

18.3 The Secretary-General may grant an exception to the provisions of sections 18.1 (i) and 18.1 (ii) in cases where, for reasons attributable to the Organization, such as abolishment of post, closure of a mission/office or organizational need, the staff member does not complete at least one year of service at the duty station for which the relocation grant was paid.

Part VI
Split shipments and the transportation of privately owned automobiles

Section 19
Split shipments

19.1 Split shipments, within the meaning of the present instruction, refer to two consignments:

(a) Originating from one location but destined to two locations;

(b) Originating from two locations but destined to one location;

(c) Originating from two locations and destined to two locations, as authorized under section 19.3.

19.2 Shipments shall normally be made in one consignment. However, unaccompanied shipments for appointments of one year or longer and removal shipments provided in the present instruction may be split when the following conditions are met:

(a) The staff member requests the shipment entitlement to be split into no more than two shipments, which must be by surface means when this is the most economical means of transport;

(b) The combined weight or volume of the two shipments does not exceed the total entitlement;

(c) The request for split shipments relates to:

(i) The entire entitlement to unaccompanied shipment or shipment on removal; or

(ii) The remaining portion of the shipment entitlement after the staff member has converted part of the surface entitlement to air freight under section 15.2 (c) of the present instruction; or

(iii) The remaining portion of the removal entitlement after a staff member has received advance shipment on removal under section 10.3 above.

19.3 Split shipments may be authorized between the following places of departure and destination:

(a) On appointment, assignment or transfer, one of the shipments must be to the initial or new duty station and may be from anywhere;

(b) On appointment, the other shipment may be from the place of recruitment to the place of home leave, or to the place where the staff member's spouse and or dependent children reside;

(c) On assignment or transfer, the other shipment may be from the previous duty station to the new duty station, to the place of home leave or to the place where the staff member's spouse and or dependent children reside;

(d) On separation, one of the shipments must be from the duty station, the other may be from anywhere. One of the shipments must be to the place of repatriation; the other may be to a location designated by the staff member, other than within the duty station area.

19.4 Subject to the weight and volume maxima established in sections 9.3 and 10.2 above, the total cost of split shipments to be paid by the United Nations may not exceed the cost of shipping separately the actual weights or volumes of the two consignments between the single places of departure and destination.

19.5 Requests for split shipments shall normally be made before the staff member's departure or separation from service and not later than two months after arrival at the initial or new duty station or departure from the last duty station in the case of separation. However, where the assignment is for two years or more, the request for split shipments may be made within six months of arrival at the duty station.

Section 20
Transportation of privately owned automobiles

20.1 Pursuant to section 9.4 (iv) above, the cost of transporting a privately owned automobile to a duty station may be partially reimbursed to a staff member holding an appointment other than a temporary appointment on appointment, transfer or assignment to a duty station designated for that purpose when the following conditions are met:

(a) The appointment or assignment is for a duration expected to be two years or longer. If the initial appointment or assignment was for a lesser period, the request may be made when the initial period is extended to two years or longer;

(b) The staff member is expected to remain at the duty station for a period of not less than 18 months following the date of arrival of the automobile at the port of entry in the country of the duty station. Reimbursement may also be authorized for a newly purchased automobile arriving at a later date if the staff member can show that, at the time it was ordered, he or she was expected to remain at the duty station for a period of not less than 18 months;

(c) The duty station to which the automobile is transported is in a country or territory listed in the information circular issued for that purpose by the Assistant Secretary-General for Human Resources Management;

(d) The staff member is not being provided with an automobile for both official and private use;

(e) Transportation is, in the opinion of the Secretary-General, reasonable in the circumstances. In making such determination in the case of an automobile previously in the possession of the staff member, account will be taken of such factors as the age of the automobile, the potential loss on resale if not transported and the relative price of automobiles in the locality and at the duty station.

20.2 Reimbursement shall not exceed 75 per cent of the total costs of transportation (including freight, insurance and handling charges), subject to a maximum of $1,875. In the case of a new automobile purchased at, and imported to, a duty station in a country or territory listed in the information circular referred to in subparagraph 20.1 (c) above, the demonstrable shipping costs charged by the dealer may likewise be reimbursed, provided that the costs are reasonable in all the circumstances (including place of shipment in relation to nearest source of supply).

20.3 Amounts reimbursed under the present section shall be recovered if the automobile is sold or shipped to another location away from the staff member's duty station before the end of the appointment or assignment or within three years of its arrival at the duty station, whichever is earlier, unless in the opinion of the Secretary-General the sale or shipment away from the duty station is justified by a need to replace the automobile, for example, as a result of wear and tear.

20.4 No reimbursement shall be made for the cost of transporting privately owned automobiles upon separation from service.

Section 21
Shipping arrangements and claims

In making their shipping arrangements and claims under the present instruction, and in submitting requests for conversion of surface entitlements to air shipments, for split shipments, for transportation of privately owned automobiles or for storage, staff members shall follow the procedures set out in the information circular on excess baggage, shipments and insurance.

Part VII
Insurance

Section 22
Conditions of entitlement

22.1 A staff member's insurance entitlements shall be in accordance with the provisions of the present instruction.

22.2 Where storage of personal effects and household goods has been authorized, the Organization shall also pay the cost of insurance. Storage insurance related to the shipment while in transit is not included in the insurance entitlement, except when the Secretary-General determines that such storage is directly incidental to the transportation of the consignment.

22.3 In the case of unaccompanied shipments under sections 8 and 9 and removal costs provided in section 10, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory, through form PT.78, of all articles,

including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

Section 23
Maximum insurance entitlements

23.1 The maximum insurance entitlement for unaccompanied shipments of staff holding a temporary appointment or staff holding fixed-term and continuing appointments assigned for less than one year shall be $1,600.

23.2 The maximum insurance entitlement for unaccompanied shipments of staff members holding an appointment other than a temporary appointment or assigned for one year longer shall be:

(a) $16,000 for the individual staff member;

(b) $8,000 for the first eligible family member;

(c) $4,800 for each additional eligible family member.

23.3 For removal shipments under section 10.2, inclusive of any advance shipment under 10.3, the maximum insurance coverage shall be:

(a) $80,000 for a staff member without a spouse or dependent child;

(b) $130,000 for a staff member with a spouse or dependent child.

23.4 The maximum insurance entitlement defined in section 23.3 above shall also apply to cover both the personal effects and household goods that may be stored under section 10.6 above and the personal effects and household goods that may be shipped under section 10.5.

23.5 The insurance coverage provided under sections 23.1, 23.2 and 23.3 above shall not include articles of special value for which special premium rates are charged. In such cases the cost above the normal premium for insuring standard items is payable by the staff member even if he or she is within the overall insurance entitlement.

Section 24
Additional insurance coverage requirement

Staff members who are subject to national income taxation in respect of their United Nations salaries are required to have additional insurance coverage for the difference between the full value and the coverage provided by the United Nations under section 23 of the present instruction for their personal effects and household goods while in transit or in storage.

Section 25
Insurance arrangements and claims

25.1 In making their insurance arrangements and claims under the present instruction, staff members shall follow the procedures set out in the information

circular on excess baggage, shipments and insurance issued by the Assistant Secretary-General for Central Support Services.

25.2 Claims are payable at the rate in effect at the time of settlement.

Section 26
Final provisions

26.1 The present instruction shall enter into force on the date of issuance.

26.2 Administrative instruction ST/AI/2006/5 of 24 November 2006 is hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

Annex

Summary of shipments entitlements

Accompanied excess baggage

Travel type	*Category A-E duty station*	*Category H duty stations*
Official travel by air authorized under staff rules 7.1 and 7.2	Up to 25 kilograms per traveller authorized to travel by the United Nations when calculated by airlines on the basis of weight, or one bag of up to 23 kilograms in addition to the free baggage allowance when calculated by the airlines on the basis of pieces and size of baggage	Up to 25 kilograms per traveller authorized to travel by the United Nations when calculated by airlines on the basis of weight, or one bag of up to 23 kilograms in addition to the free baggage allowance when calculated by the airlines on the basis of pieces and size of baggage

Conversion of accompanied excess baggage to unaccompanied shipment

Travel type	*Category A-E duty station*	*Category H duty stations*
Appointment, assignment, transfer, home leave, family visit, education grant or separation from service	An increase of an equivalent weight, up to 25 kilograms for the staff member, and each eligible family member authorized to travel, entitled to unaccompanied shipment	An increase of an equivalent weight, up to 25 kilograms for the staff member, and each eligible family member authorized to travel, entitled to unaccompanied shipment

Conversion of unaccompanied shipment to accompanied excess baggage

Travel type	*Category A-E duty station*	*Category H duty stations*
Home leave, family visit or education grant travel	50 kilograms or 0.31 cubic metres may be converted into an additional 10 kilograms of accompanied excess baggage, in addition to the accompanied excess baggage of 25 kilograms for the staff member and each eligible family member authorized to travel	50 kilograms or 0.31 cubic metres may be converted into an additional 10 kilograms of accompanied excess baggage, in addition to the accompanied excess baggage of 25 kilograms for the staff member and each eligible family member authorized to travel

Unaccompanied shipments on home leave, family visit or education grant travel

Travel type	*Category A-E duty station*	*Category H duty stations*
Travel on home leave, family visit or education grant travel	50 kilograms or 0.31 cubic metres of unaccompanied shipment for the staff member and each family member authorized to travel in respect of each journey	50 kilograms or 0.31 cubic metres of unaccompanied shipment for the staff member and each family member authorized to travel in respect of each journey
Education grant travel — first outward and final return journeys	200 kilograms or 1.24 cubic metres of unaccompanied shipment to and from an educational institution	200 kilograms or 1.24 cubic metres of unaccompanied shipment to and from an educational institution

Unaccompanied shipments for staff holding a temporary appointment

Travel type	*Category A-E duty station*	*Category H duty stations*
Travel on appointment and on separation from service	100 kilograms or 0.31 cubic metres of unaccompanied shipment in respect of each journey	100 kilograms or 0.31 cubic metres of unaccompanied shipment in respect of each journey

Unaccompanied shipments for staff members holding an appointment other than a temporary appointment

Travel type	*Category A-E duty station*	*Category H duty stations*
Assignments of less than one year	100 kilograms or 0.31 cubic metres in respect of each journey	100 kilograms or 0.31 cubic metres in respect of each journey
Appointment or assignment of one year or longer but less than two years	1,000 kilograms or 6.23 cubic metres for the staff member and, where applicable, 500 kilograms or 3.11 cubic metres for the first eligible family member and 300 kilograms or 1.87 cubic metres for each additional family member	1,000 kilograms or 6.23 cubic metres for the staff member and, where applicable, 500 kilograms or 3.11 cubic metres for the first eligible family member and 300 kilograms or 1.87 cubic metres for each additional family member

Removal entitlement

Travel type	*Category A-E duty station*	*Category H duty stations*
Travel on appointment or on change of duty station or separation from service of two or more years	Not applicable	4,890 kilograms or 30.58 cubic metres for a staff member without a spouse or dependent child 8,150 kilograms or 50.97 cubic metres for a staff member with a spouse or dependent child residing at the official duty station

Advance removal of personal effects and household goods for staff entitled to removal

Travel type	*Category A-E duty station*	*Category H duty stations*
Appointment, change of duty station or separation from service	Not applicable	450 kilograms or 2.80 cubic metres for the staff member 300 kilograms or 1.87 cubic metres for the first family member 150 kilograms or 0.93 cubic metres for each additional family member authorized and travelled at the expense of the Organization